



Randolph T. White
Fire Chief

Boxborough Fire Department

**502 Massachusetts Avenue
Boxborough, MA 01719**

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www.boxboroughfire.com

October 5, 2015

The Boxborough Fire Department is seeking qualified personnel for the position of **Firefighter/EMT Per-Diem**. This is a non-benefit eligible position. Pay Rate is \$17.64 per hour, per the FY 2016 Classification and Compensation Plan for Per-Diem and Intermittent Employees.

Job Description

The Per -Diem position consists of a 10 hour day shift or a 14 hour night shift or any other combination of time during the 24 hour tour any day of the week. The qualified personnel will be assigned to the ambulance for all medical related emergencies and assigned to an engine for fire related emergencies. In addition, non-emergency related activities may include but are not limited to training, house duties, community relations, preventative maintenance, and pre-planning. The emergency and non-emergency related assignments will be given by the Chief or his designee. Per-Diem openings will be filled on a rotating basis based on seniority.

Job Requirements

The following minimum job requirements will be met prior to being selected for a position of Per-Diem Firefighter/EMT:

- Must be 18 years or older at time application
- Maintain a current valid Massachusetts driver's license
- Maintain a current valid minimum EMT-Basic license in the Commonwealth of Massachusetts
- Maintain a current CPR card
- Pro-Board Certified Firefighter I/II
- Must pass a physical exam and drug screening. Town of Boxborough to pay for exam and screening.
- Complete a Boxborough Fire Department employment application
- Successfully complete a CORI criminal background history
- 2 years of fire and EMS experience preferred

Applications can be downloaded from www.boxborough-ma.gov/fire-department or picked up at the Boxborough Fire Department located at 502 Massachusetts Avenue Boxborough, MA 01719. Completed applications should be returned to Chief Randolph T. White with the above referenced licenses or certificates. Additional information considered will include, but not limited to, years of service, letters of recommendation, references, or any additional training and/or certificates.

Interviews

Based on the amount of applicants and meeting the minimum job requirements a brief interview may be scheduled in order to complete per diem hiring process.

Deadline

The deadline for submitting the application and associated information is October 23, 2015 at 1800 hours. Any application received after the above referenced deadline will not be considered. The job applicants shall not be discriminated against on the basis of sex, sexual orientation as defined by law, race, color, religion, handicap, national origin, military status and genetic information.